

AMFT25 PROFESSIONAL COMMUNICATION

UNIT-1 INTRODUCTION TO SOFT SKILLS

- 1.1 Hard skills & soft skills
- 1.2 Employability and career Skills
- 1.3 Grooming as a professional with values
- 1.4 Time Management
- 1.5 General awareness of Current Affairs

UNIT-2 SELF-INTRODUCTION- ORGANIZING THE MATERIAL

- 2.1 Introducing oneself to the audience
- 2.2 Introducing the topic- answering questions
- 2.3 Individual presentation practice
- 2.4 Presenting the visuals effectively- 5 minute presentations

UNIT-3 INTRODUCTION TO GROUP DISCUSSION

- 3.1 Participating in group discussions
- 3.2 Understanding group dynamics
- 3.3 Brainstorming the topic
- 3.4 Questioning and clarifying
- 3.5 GD strategies- activities to improve GD skills

UNIT-4 INTERVIEW ETIQUETTE

- 4.1 Dress code- body language
- 4.2 Attending job interviews- telephone/skype interview
- 4.3 One to one interview & panel interview
- 4.4 FAQs related to job interviews

UNIT-5 RECOGNIZING DIFFERENCES BETWEEN GROUPS AND TEAMS

- 5.1 Managing time-managing stress
- 5.2 Networking professionally
- 5.3 Respecting social protocol
- 5.4 Understanding career management developing a long-term career plan
- 5.5 Making career changes

References Books

1. Butterfield, Jeff Soft Skills for Everyone. Cengage Learning: New Delhi, 2015
2. Interact English Lab Manual for Undergraduate Students, OrientBlackSwan: Hyderabad, 2016.
3. E. Suresh Kumar et al. Communication for Professional Success. Orient Blackswan: Hyderabad, 2015